

September 30, 2012

Opening Date: September 30, 2012

Closing Date: October 14, 2012

CHEF / RESIDENT MANAGER

(Salary is negotiable)

Who May Apply: Any qualified and well-experienced individual.

A chef/ Resident Manager is needed at the Deputy Chief of Mission residence to assist the DCM in managing all activities in the official residence. These activities may include coordinating social activities, maintaining records related to the residence for maintenance, furnishings, and overseeing the work of household help and contract laborers. The incumbent will also purchase and prepare all food for official representational events, as well as daily family requirements. Maintains the DCMR petty cash fund used to track official residence expenses and verify all receipts for purchases. Files monthly ORE vouchers. Coordinates with various mission departments to ensure proper maintenance and upkeep of DCMR. Submits work requests, procurement requests as needed to insure that DCMR is in good working order, and that repairs and upkeep are made in a timely manner.

The incumbent of this position will also: prepare all meals; propose and execute menus for official functions as directed; purchase all necessary ingredients; liaise with outside suppliers to ensure supplies are of the highest quality; maintain all kitchen appliances, equipment, dishes, pots and pans; keep the kitchen in good order at all times; clean-up after all meals/events; and perform other duties as assigned.

The position is contractual (48-hr workweek) and salary will be determined based on job knowledge and prior work experience.

Minimum Qualifications:

- Must have good experience in planning and executing social events.
- At least five years of cooking experience in well-established restaurants or hotels. Experience in cooking at diplomatic residences preferable.
- Experience in basic bookkeeping and simple accounting principles is required.
- Ability to communicate well in English.
- Ability to work independently and follow written recipes.
- Ability to work well with others.

Desired Skills/Abilities:

Ability to plan creative menus for a variety of events, including large receptions, dinners and coffees. Arabic language skills. Knowledge of locally available foodstuffs and where to purchase them.

SUBMIT APPLICATION TO

Human Resources Office

CV's must be submitted electronically through AmmanEmployment@State.gov and no later than COB October 14, 2012.